

INFORMATION BULLETIN

JOB TRAINING PARTNERSHIP ACT

Number: B99-99

Date: July 13, 2000
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TO: SERVICE DELIVERY AREA ADMINISTRATORS
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS
JTPD PROGRAM OPERATORS
EDD JOB SERVICE OFFICE MANAGERS
JTPD STAFF

SUBJECT: FOURTH QUARTER AND YEAR-END REPORTING REQUIREMENTS

The purpose of this information bulletin is to provide instructions regarding the fourth quarter reporting requirements. These instructions are for the filing of financial and participant reports for the Workforce Investment Act (WIA) Title I Early Youth funds, and Job Training Partnership Act (JTPA) funds for Title II, Title III, and Title IV-C. All Service Delivery Areas (SDA) and Local Workforce Investment Areas (LWIA) will be required to transmit financial and participant information in electronic format (direct transmission) through the Job Training Automation (JTA) system. However, because the JTPA program ended on June 30, 2000, an additional set of reports will be due for closeout on September 30, 2000. Users need only to file electronically for the fourth quarter reporting period, although the hard copy reports are **mandatory** when the final closeout reports are submitted. A reporting timeline is attached for your reference.

The LWIAs Title I Early Youth fund (grant code 340) expenditures for the months of April through June should be reported based on the fourth quarter timeline. These reports need not be revised, as they are cumulative. Since the new WIA expenditure report has not received final approval, **enter** any In School and Out-of-School Early Youth expenditures in the "comments field" of the Program Year 1999 (grant code 335) Title II expenditure report (JTPA 12).

The final JTA electronic participant reports (JTPA 10 and 11) will be due no later than close of business on August 20, 2000. These reports will be used to calculate the JTPA performance outcomes for Program Year 1999/2000.

If you have any questions, please contact Judi Bauman, Financial Management Unit (FMU), at (916) 654-8276 for WIA Title I and JTPA Title II. Contact Tristyn Schmidt, FMU, at (916) 654-7617 for JTPA Title III and JTPA Title IV-C. For questions regarding "Closeouts," contact Debra Shepherd, FMU, at (916) 654-2418.

For participant reporting questions, please contact Marcia Painter, Data Analysis Unit (DAU), at (916) 654-7607 for JTPA Title II, and Karen Yuke, DAU, at (916) 654-7585 for JTPA Title III. Contact Ed Flores, DAU, at (916) 654-8298 for questions regarding Welfare-to-Work participant reports.

/S/ BILL BURKE
Chief

Attachment

Fourth Quarter Financial and Participant Deadlines

Report Quarter	Report Period Ending	JTA / JTPA 12 / JTPA 12 E Entry	JTA Entry Due Date	Hard Copy Closeout Due to WID
Fourth Quarter	06/30/00	Electronic Format Only	07/20/00 (NRA) 07/25/00 (all others)	NO
Fourth Quarter Revisions	06/30/00	Electronic Format Only	08/20/00 (revisions only)	NO
Final Closeout Package	06/30/00	Electronic Format	09/30/00 (on or before)	Yes 10/06/00
Final Cash Draw	06/30/00	Electronic Cash Request	10/30/00 (No Exceptions)	N/A

Note: Remember if a reporting deadline date falls on a holiday or weekend, reports are due on the last working day prior to the reporting deadline. For additional information on closeout timelines, refer to JTPA Directive D99-13, *JTPA Program Closeout Guide*.

Fourth Quarter Deadlines

Period Ending	JTA Due Date	Subgrants	Report Forms
June 30, 2000	July 20, 2000	National Reserve Account Projects	JTPA 10 E, 11, 12 E
	July 25, 2000	All Funding Sources Excluding Title II B	Individual Participant Data (XIPD)
		All Title I (WIA Early Youth)	JTPA 12 (comment section only)
		All Title II	JTPA 10 , 11 , 12
		Title III Formula 60%	JTPA 10 E, 11, 12 E
		Title III Governor's 40%	JTPA 10 E, 11, 12 E
		Title III 40% Veterans	JTPA 10 E, 11, 12 E
		Title III Rapid Response	JTPA 10 E, 11, 12E, JTPA 121 and 122 R
		Title III Veterans Match	JTPA 10 E. 11, 12 E
		Title IV-C Veterans Program	JTPA 12 Supplemental (veterans.ace) report
	August 4, 2000	8% Education	JTPA 10, 11, 12

Fourth Quarter Revision Deadline

Period Ending	JTA Due Date	Subgrants	Report Forms
June 30, 2000	Aug. 20, 2000	National Reserve Account Projects	Revisions to the JTPA 10 E, 11, 12 E
		All Funding Sources Excluding Title II B	Revisions to the Individual Participant Data (XIPD)
		Title I (WIA Early Youth)	Revisions to the JTPA 12 (comment section only)
		All Title II	Revisions to the JTPA 10 ,11 , 12
		Title III Formula 60%	Revisions to the JTPA 10 E, 11, 12 E
		Title III Governor's 40%	Revisions to the JTPA 10 E, 11, 12 E
		Title III 40% Veterans	Revisions to the JTPA 10 E, 11, 12 E
		Title III Rapid Response	Revisions to the JTPA 10 E, 11, 12E, JTPA 121, and 122 R
		Title III Veterans Match	Revisions to the JTPA 10 E. 11, 12, 12 E
		Title IV-C Veterans Program	Revisions to the JTPA 12, Supplemental (veterans.ace) report
		8% Education	Revisions to the JTPA 10, 11, 12

The revised reporting deadline is for any changes to the original fourth quarter reports transmitted on July 20, 2000, or July 25, 2000.

Forms Information

Form #	Report Name	Subgrant	Type of Report
JTPA 10	JTPA Quarterly Status Report. Participant and Termination Summary	Title II	Participant Report
JTPA 10E	JTPA Title III Monthly / Quarterly Participant and Termination Summary	Title III, Title III Veterans, and NRA	Participant and Financial Report
JTPA 11	JTPA Quarterly Status Report. Participant Characteristics Summary	Title II, III, Title III Veterans, and NRA	Participant Report
JTPA 12	JTPA Summary Of Expenditures Report – WIA Title I Early Youth	Title I Early Youth	Financial Report (Use the comment section of PY 99, grant code 335)
JTPA 12	JTPA Summary of Expenditures Report –Title II, Title IV-C	Title II/IV-C	Financial Report
JTPA 12E	JTPA Summary of Expenditures Report – Title III	Title III, Title III Veterans, and NRA	Financial Report
JTPA 121	Rapid Response Assistance Onsite Visit Report	Title III Rapid Response	Onsite Visit Report
JTPA 122R	JTPA Title III Rapid Response Batch and Monthly Expenditure Report	Title III Rapid Response	Financial and Batch Report
IPD	Individual Participant Data	Title II and III	Participant Report

Report Contact Information

Report	Contact	Telephone Numbers
Title I (WIA) JTPA Title II, III Expenditure Reports	Judi Bauman	(916) 654-8276
Title II Participant Reports	Marcia Painter	(916) 654-7607
Title II, III, IV-C Expenditure Reports	Tristyn Schmidt	(916) 654-7617
Title III Participant Reports	Karen Yuke	(916) 654-7585
Title III Rapid Response Reports (Forms JTPA 121 and 122R)	Tristyn Schmidt	(916) 654-7617
Title III National Reserve Account (NRA) Expenditure Reports	Debra Shepherd	(916) 654-2418
Title III NRA Participant Reports	Karen Yuke	(916) 654-7585
IPD / XIPD	Annette Wolfgang	(916) 654-9600
Welfare-to-Work	Ed Flores	(916) 654-8298

The WID fax numbers for submitting any of the above reports are (916) 654-9586 or (916) 654-9567.

Mailing Addresses

The Service Delivery Areas and Local Workforce Investment Areas are to ***mail (2) signed original hard copies of the closeout reports to the Workforce Investment Division. The closeout package must be received in the Financial Management Unit on or before the October 6, 2000, deadline.***

First Class Mail

Attn: Financial Management Unit
Workforce Investment Division
Employment Development Department
P.O. Box 826880, MIC 69
Sacramento, CA 94280-0001

Overnight Mail

Attn: Financial Management Unit
Workforce Investment Division
Employment Development Department
P.O. Box 826880, MIC 69
Sacramento, CA 94280-0001

Title III Rapid Response Reports (Form JTPA 121 and 122R)

First Class Mail

Attn: Tristyn Schmidt
Workforce Investment Division
Employment Development Department
P.O. Box 826880, MIC 69
Sacramento, CA 94280-0001

Overnight Mail

Attn: Tristyn Schmidt
Workforce Investment Division
Employment Development Department
P.O. Box 826880, MIC 69
Sacramento, CA 94280-0001

Other Important Information

1. On the 10E and 11 reports for the Title III Governor's 40 percent and the National Reserve Account projects, please report "Project to Date" (i.e., from the inception of the project to June 30, 2000) participant information; do not report Program Year (July 1, 1999, through June 30, 2000). Also, the JP10E reports must include current and prior year expenditures in Section V. Enter Year of Allocation (YOA) 1998 and 1999 in the YOA cells. Then enter the cumulative expenditures under each YOA. Note that if you do not have any 1998 funding, then indicate "0" in the cumulative expenditures under 1998. Also, if 1998 is fully expended, please enter the (full) expenditures under 1998. Both years need to be reflected in this section.
2. Individual Participant Data (IPD): The JTA users must execute the XIPD program to extract the IPD information to be transmitted to the State. The program must be run immediately after the PJ10, PJ10E, and PJ11 reports are run to ensure consistent participant information. The State will use the IPD information to submit an initial Standardized Program Information Report (SPIR) to the Department of Labor on August 15, 2000, and a revised SPIR on September 30, 2000. The Service Delivery Areas will receive a listing of SPIR errors if the July 25, 2000, IPD submission contains errors. If technical assistance is needed on the IPD, please contact the Job Training Automation (JTA) Customer Support Unit, at (916) 653-0202.
3. Electronic format (JTA transmission), a signed original, and (2) hard copies are required for **all** final closeout reports. Electronic transmission for closeout reporting is due September 30, 2000, and hard copies are due October 6, 2000.
4. Please ensure all entities involved in your local reporting process (including fiscal accounting and service providers) are aware of the final reporting deadlines for Program Year 1999/2000.
5. The JTA users should ensure the JTA system administrator has updated the Enter Grant Control Data Table, Field 06, and Report Closeout Date to August 20, 2000, or earlier.

Expenditure reports **must be** electronically transmitted and received by the Workforce Investment Division (WID) on or before the indicated deadline.